

Town of Brewster, Massachusetts
Job Description

Position Title:	Building Commissioner	Grade Level:	Bylaw V
Department:	Building	Date:	2013
Reports to:	Town Administrator	FLSA Status:	Exempt

Job Summary: The employee is responsible for the planning, organizing and supervision of inspection work to ensure compliance with life safety, structural, light, ventilation and other pertinent local and state regulations; oversees the issuance of required permits applicable to building construction; reviews plans for zoning compliance. Serves as enforcement officer for Brewster Zoning Code (Bylaws), the Planning Board, Zoning Board of Appeals, and the Old Kings' Highway Historic District Act. Employee is required to perform all similar or related duties.

Supervision Required: Under the administrative direction of the Town Administrator, working from municipal policies and State laws; individual establishes short and long-range plans and objectives, Department performance standards and assumes direct accountability for department results. Consults with the Town Administrator where clarification, interpretation, or exception to municipal policy may be required. The employee/official exercises control in the development of departmental policies, goals, objectives and budgets. The employee/official is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility: Employee is accountable for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Prepares and administers an operating budget. Assists or oversees the personnel function of the department including recommending hiring, developing and implementing employee training, and the disciplining of employees

Employee provides direct supervision over three (3) full-time and seven (7) part-time employees who work at the same location and the same work schedule. The number of employees supervised is well established and reasonably stable throughout the year.

Confidentiality: Employee has access to confidential information in accordance with the State Public Records law including official personnel files, law suits and department records.

Judgment: The work is performed based on municipal policies, general principles, state legislation, or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches to accomplish objectives and/or to deal with new or unusual requirements within the limits of established guidelines, practices, or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

Building Department
Building & Zoning Commissioner
1/18/13

Town of Brewster, Massachusetts
Job Description

Complexity: The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work including conducting investigations of alleged violations.

Work Environment: Working conditions involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, toxins or fumes, traffic, electricity, oil, dirt, explosive materials, or grease. Work may involve work at heights or in confined or cramped quarters, or work around machinery and its moving parts. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time. Employee may be required to work beyond normal business hours to attend evening meetings and/or in response to natural or man-made emergencies on a 24-hour/day, 7-day/week, 365-day/year basis.

Nature and Purpose of Relationships: Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee represents to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately. Other regular contacts are with service recipients and employees of outside organizations such as contractors, engineers, lawyers, plumbers, carpenters, electricians or other trade professionals. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, personal injury, danger to public safety, legal repercussions, jeopardize programs, lower standards of service, sub-standard construction, monetary losses, damage to buildings and equipment, or personal injuries.

Occupational Risk: Duties generally present frequent exposure to occupational risk when conducting field inspections at construction work sites. Examples of injury may include bruises from falls, cuts or burns, or muscular strains and serious personal injury when conducting inspections. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not

Building Department
Building & Zoning Commissioner
1/18/13

Town of Brewster, Massachusetts
Job Description

exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reviews, all building permit applications and their proposed use for compliance with life safety, structural, light, ventilation and all other local and State regulations.

Inspects new buildings under construction and repair and alteration work during process and upon completion for conformity with structural requirements, approved plans, safety and zoning restrictions; issues certificates of occupancy for new construction and change of use; inspects existing building and structures for safety. Makes preliminary determination as to whether or not new construction or building change requires Cape Cod Commission review.

Coordinates and plans the activities of the department's inspectors; provides advice to inspectors as required on code issues to ensure compliance with state and local laws and the enforcement of local zoning and other applicable State regulations or Town By-Laws; responsible for the resolution of difficult inspection or code enforcement issues.

Observes conditions and issues notices for correction to persons responsible for conformance of State building and related codes; Investigates, obtains evidence and prepares informational reports concerning compliance or violations which have not been corrected.

Responds to life safety and emergency situations involving structural collapse, fire, or weather related emergencies and prepared to assume the role of incident commander as a member of the emergency management team in those situations as necessary.

Explains to the public, property owners, developers, contractors etc., requirements, policies, procedures and ordinances; recommends compliance procedures to contractors, craft workers and owners relative to the mode or manner of construction and materials to be used in construction, reconstruction, alteration, repair, demolition, removal, installation of equipment and the location, use, occupancy and maintenance of all buildings and structures.

In accordance with statutory regulations, prepares and maintains inspection records and prepares reports for use by other Town officials, administrative or judicial authorities; confers with other code inspectors when necessary.

Attends public meetings as necessary to discuss codes, flood zones, building construction or renovation plan reviews and other related issues.

Inspects residential, commercial, industrial and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys and stairways meet provisions of building, grading, zoning, and safety laws and approved plans, specifications and standards as needed; prepares documents for the appeal of building department decisions or orders and defends its actions before the District of Superior Court.

Building Department
Building & Zoning Commissioner
1/18/13

Town of Brewster, Massachusetts
Job Description

Prepares and administers the department's operating budget.

Attends educational seminars in order to keep abreast of all changes or revisions to the State Building Codes and local zoning bylaws and to maintain required certification and licenses.

Works in conjunction with the Fire Chief to ensure the safety of public assembly buildings.

Serves as the enforcement agent for the Town's Zoning Board of Appeals and the Planning Board and provides technical support to the Historical District Committee and Water Quality Review Committee.

Serves as the Town's Sign Commissioner responsible for the enforcement of all sign regulations.

Recommended Minimum Qualifications:

Education and Experience: Master's Degree or master craftsman level of building construction trade knowledge; seven to ten (7-10) years of prior work experience preferably in the construction trades; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Motor Vehicle Class D Operator's License; State Certified Building Official (MGL Ch 143, Sec 3); Construction Supervisors License.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of construction methodology including means and methods, land use, construction and municipal and State law, the State building code and related codes; working knowledge of the principles and practices of building construction and inspection; knowledge of principles and policies of personnel management techniques and practices; knowledge of the Town's geography. Knowledge of information technology including the use of office software including word processing and spread sheet applications as well as GIS in support of department operations.

Abilities: Ability to interpret and enforce in a consistent, impartial manner state and local laws such as the State Building Code and local zoning by-laws. Ability to manage multiple tasks in a detailed and effective manner; ability to deal tactfully with disgruntled members of the public; ability to establish effective working relationships with department staff, property owners, designers, contractors, subcontractors and other code enforcement or regulatory agencies.

Skill: Proficient oral, written communication skills; effective negotiation skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an

Building Department
Building & Zoning Commissioner
1/18/13

Town of Brewster, Massachusetts
Job Description

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions

Physical Skills: Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period when conducting work in the field. .

Motor Skills: Duties are largely mental rather than physical, but the job may require minimal motor skills for activities such as moving objects, operating a telephone, personal computer, other office equipment, and a motor vehicle.

Visual Skills: The employee is required to read documents for general understanding and analytical purposes and must be able to determine color differences on a regular basis.